



Maryland

Energy Administration

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Mary Beth Tung, Director

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. You will have an opportunity to work on the cutting edge of shaping and implementing Maryland's clean energy policies. We are looking for the best and the brightest people to join the team that has made Maryland one of the nation's leaders in clean reliable energy. MEA is seeking an experienced self-starter administrative assistant professional to join our admin team in providing support to the agency in all administrative functions. This employee will also provide general IT related support for the agency and direct support to the agency Procurement Officer.

Responsibilities: In addition to regular day-to-day administrative support, the Support Services Administrative Assistant provides support in the areas of procurement, IT, and inventory management. Responsibilities include but are not limited to:

- administrative and clerical support for agency procurements and contracting efforts
- support staff in the usage of Microsoft and Google products including creation and/or modification of documents, files and templates;
- maintain and monitor the agency's IT trouble log; coordinate with Technical Services to resolve IT issues;
- maintain agency office inventory;
- administrative support including:
 - schedule appointments; organize staff meetings, board meetings, etc.
 - answer telephone, screening and directing calls;
 - prepare formal correspondence and recurring reports
 - archive documents (must be able to lift and move a box weighing 20lbs.)

This position will also include other duties as assigned and will report to the Director of Finance and Administration.

Qualifications: Candidates must have a Bachelor's Degree or at least 4 years of work experience in a general administrative field. Position requires the ability to multi-task and efficiently manage conflicting priorities. Applicants must have experience in administrative and clerical procedures, including set up of conference calls using audio/visual and laptop equipment and applications.

Experience with office inventory, procurement and inventory required. Applicant must be tech savvy and demonstrate knowledge of, and comfort with, common office tools such as desktop and laptop computers, cell phones, and applications such as MS Office and Google. Knowledge of database applications (such as Access, Salesforce and/or QuickBooks) is preferred.

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To Apply: Please send a cover letter, resume, and salary requirements by email, with “Administrative Assistant for Support Services” in the subject line to Jobs.MEA@maryland.gov. Candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position.

Salary: This is a state contractual employee position and does not accrue full benefits. Salary is commensurate with experience.